

AMES LABORATORY
PERFROMANCE REVIEW AND PLANNING SYSTEM

Supervisor Instructions

Purpose

The Performance Review and Planning System is one of the most important human resource development programs of Ames Laboratory. Through this system, supervisors and employees have an effective means to initiate and discuss performance on an individual basis.

It is Ames Laboratory policy that each employee have an annual performance review and have access to his or her review. In this way, the performance review becomes a means of improving as well as evaluating performance by providing the guidance and feedback needed to perform well.

Process

In general, the performance review and planning process should occur in the following sequence:

1. Give the employee a copy of page 1 of the Annual Performance Review Form and request his or her input. Encourage the employee to submit additional forms of input, such as letters of commendation, awards, etc.
2. Once the employee has completed and turned in his or her input (1-2 weeks), gather information for the performance review for the current year by referring to last year's performance plan, the employee's input, a current job description, performance incidents documentation, and information from key contacts or matrix managers. Using this information, complete Parts 1 and 2 of the Annual Performance Review.
3. Part 3 of the review form asks you to evaluate certain job-related performance factors for the employee. Primary Performance Factors must be evaluated for all employees. Supervisory Performance Factors must be evaluated for all supervisors, in addition to the Primary Factors.
4. Once you have completed Parts 1, 2, and 3, you then schedule a meeting with the employee. You and the employee should discuss Parts 1, 2, and 3, and then complete Part 4 together. If necessary, additional discussions may be held.
5. Once the meeting has been held and the performance plan for the next year completed, you should make two copies of the review: one to keep for your own file and one to offer to the employee. The original performance review form should then be forwarded to the Human Resources Office, 105 TASF, where it will be placed in the employee's personnel file.

At Ames Laboratory, the performance review is not simply a means to establish ratings. Rather, it is a means to ensure that employees receive guidance to understand the expectations for them and feedback to improve performance. If you have questions or need further information on the performance review and planning system, contact the Human Resources Office.

<PLACE EMPLOYEE NAME HERE>

ANNUAL PERFORMANCE REVIEW

Part. 1 Duties and Responsibilities

List the major duties and responsibilities performed by the individual during the review period. Indicate the average percentage of time spent performing each separate job duty.

[illegible]

Part 2. Significant Accomplishments

Assess and briefly describe the employee's significant accomplishments for the current review period. Assessments should include the employee's knowledge of, and adherence to ES&H policies and practices. Use all relevant information available to describe the employee's major contributions, including the employee's performance goals for the past year and the employee's statement of accomplishments (if provided). Input from other persons such as project managers or key contacts, who can provide an accurate report of the employee's performance, should also be obtained.

Part 3. Performance Factors

Evaluate the employee in those areas critical to job performance. Primary Performance Factors apply to all employees and must be evaluated for each individual. Applicable Supervisory Performance Factors must be evaluated for all supervisors. For each factor, circle the applicable rating (E, M, or I). **THE COMMENTS SECTION MUST CONTAIN STATEMENTS THAT SPECIFICALLY SUPPORT ANY RATINGS OF (E) OR (I).** Other comments describing performance are also encouraged.

Performance Factor Ratings:

- E - Consistently exceeds job expectations
- M - Meets job expectations OR learning requirements of new job.
- I - Needs Improvement

A. Primary Performance Factors

Factor	Comments		
Quality Work is consistently accurate and thorough; requires minimal review; maintains high standards of quality.	E	M	I
Job Knowledge Demonstrates thorough understanding of job related methods, techniques, and procedures; keeps abreast of new developments and techniques.	E	M	I
Initiative Accurately anticipates needed actions; makes decisions and takes appropriate action; willingly accepts responsibility; can be relied upon to complete assignments.	E	M	I
Interpersonal Skill Is courteous, cooperative, and fair in dealing with others; works effectively as a team member.	E	M	I
Productivity Level of effort and results are appropriate for job level and time allowed.	E	M	I
Environment, Safety & Health Actively promotes and practices environment, safety and health policies.	E	M	I
Communication Recognizes and practices good communication skills; shares needed information in a timely manner; effectively communicates both orally and in writing.	E	M	I
Planning and Organizing Effectively organizes and plans ahead; makes efficient use of time; establishes follow-up procedures.	E	M	I

Decision-Making Analyzes situations accurately and takes appropriate actions; uses sound judgement when dealing with employee and work-related issues.	E	M	I
Creativity Generates novel ideas; techniques, answers to problems; pursues new methods to solve problems; conceives of and initiates new projects; recommends new procedures.	E	M	I
Continuous Improvement Initiative Actively supports and participates in the Continuous Improvement Initiatives, e.g. Self-Assessment Program, Continuous Improvement Recommendation Program, Documents and Records Program, Training Programs, etc.	E	M	I

B. Supervisory Performance Factors (applicable only to supervisors)

Factor	Comments		
Delegation Properly designates assignments and decision-making to accomplish goals and provides development opportunities for employees.	E	M	I
Environment, Safety & Health Promotes and supports ES&H policies and programs in the course of carrying out responsibilities.	E	M	I
Budget/Cost Management Establishes and adheres to budgetary requirements; considers cost implications in long and short term decision-making; identifies and implements cost-saving related issues.	E	M	I
Performance Evaluation Effectively completes performance evaluations that are thorough, complete and on time; maintains ongoing dialogue with employees concerning performance; documents critical incidents; assists employees with goal setting and career development plans.	E	M	I
Leadership Inspires confidence, teamwork, and commitment; effectively motivates employees to accomplish goals and meet challenges.	E	M	I
Continuous Improvement Initiative Actively promotes and supports the Continuous Improvement Process and implements indicated initiative programs, e.g. Self-Assessment, Documents and Records Training, etc.	E	M	I

Part 4. Performance Plan

Describe employee plans and goals for the next review period and the means (standards or measures) to accomplish them. Then, rank goals according to the criteria that the supervisor and employee have established, (i.e.: order of importance, percentage of effort). You may attach additional material to support your plan, such as departmental goals, budget plans, etc. Both the supervisor and employee should keep a copy for their records.

Signatures

Your signature verifies that a performance review was held and the information herein was discussed. By signing this document, I understand that I may contact the Human Resources Office within 30 days if I have any concerns regarding this procedure.

Employee

Date

Supervisor

Date

Reviewed by: _____
Next level supervisor Date